

I. Position Title: Management Analyst – Finance Revision Date: 2/07
EEO Code: Professional
Status: Exempt (Admin.)

Under the direction of the Finance Director performs various projects relating to finance, budget, and auditing. Assists the Finance Director in his/her assigned duties.

- Help prepare the annual budget for the city.
- Assist in preparing budget presentations for City Council and the public.
- Assist departments as assigned by the Finance Director in budgetary and financial studies, audits, or analysis.
- Serve on the Mayor's Budget Committee and participate in budget discussions and decisions.
- Update annual budgetary fee schedules at the time of budget preparation and monitor fee payments for accuracy, compliance and completeness.
- Performs revenue audits – business license, sales tax, franchise tax, property tax.
- Conduct studies and perform special projects as assigned by the Finance Director or Budget Staff.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, regression analysis, and spreadsheet calculations.
- Present results through reports, graphs, spreadsheets, charts.

- Act as liaison between the Finance Department and other City departments.
- Assist with preparation of the City's comprehensive annual financial report.
- Perform other duties as assigned.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well

developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules; influencing of others to obtain the desired results; must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet, database and word processing), printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and other city employees; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. Work generally confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.